Request for Funding Application/Bidders Conference Questions & Answers

1. As the deadline for receipt of the Request for Funding Applications is on March 29, 2002 and this is a state holiday (Good Friday), will the deadline be extended?
   a. Yes, the deadline for receipt has been extended to Monday, April 1, 4:00 p.m. EST.
2. Do we need to pick/create our own payment points?
   a. Yes, based upon the standards as described in the funding application. The sample payment points are only examples. Design payment points that fit your program with reasonable cost estimates. Payment points may be negotiated upon the award of a contract.
3. If an applicant is interested, can they submit one proposal for each geographic location they wish to serve?
   a. Yes, an applicant can do this; however applicants are encouraged to submit only one proposal. The reason for this is that if an organization submits more than one proposal, these proposals will, in a sense, be competing against each other for limited funds.
4. One of the reasons our organization did not receive funding last year was because there were so many proposals in Marion County. Are there going to be any additional awards – especially to Marion County?
   a. There were approximately 17 proposals from Marion County last year and one of the reasons proposals were not funded was geographical distribution of funds. It is important to recognize that there is only $1 million available for the entire state and that we received 97 proposals last year. Review teams rank proposals and look at geographical spread to ensure that as many regions of the state have access to services as possible. Marion County is very competitive and organizations should submit the best proposal they can. There is not a specific amount of dollars assigned to a particular county. We are looking at a Statewide initiative.
5. Here in the State of Indiana we have had funds available since 1997. Is there information available to us about programs that have won in the past or are currently being offered that we can access?
   a. Yes, in the back of our package and on the web site you will find a listing of the programs currently funded through Indiana Fathers and Families.
6. After the contracts are awarded, can we anticipate receiving more specifics regarding billing and reporting?
   a. Yes, that information will be provided upon award of a contract.
7. Are there major changes from last year's application to this year's application?
   a. The change in the goals is the most significant change – there are now five primary goals and three secondary goals. As in the past, the primary goals reflect the focus on men who are already fathers. Also, the standard outcome measure data collection tool is a change from last year.
8. Is there value in having more than one primary goal?
   a. Yes, although it is not necessary to have more than one primary goal, it is beneficial to address more than one goal. However, if your program addresses more than one goal, identify them all and explain how your program meets or achieves those goals.
9. In the case management, will there be some level of confidentiality? And if so what will that be?

    a. Only basic identifying information is provided to the State, which keeps that information confidential, to ensure accuracy of payments. Specific information that the client shares during a session is not shared with the State.

10. Is there a cap on salary or administrative costs?
    a. There is not a cap because of the structure of unit costs with the payment points. However, salaries and administrative expenditures are defined in the budget. Proposals should be realistic with salary and administrative funding requests.
11. Can you define what direct cash assistance is? What can and can't be provided?
    a. Programs <u>cannot</u> provide direct cash assistance. Direct cash assistance means any payment, voucher or benefit designed to meet an individual's or family's basic needs (i.e., food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses). Assistance also includes child care, transportation and other supportive services for individuals who are not working. (For more detail, see 45 CFR 260.31)
12. Are you looking at cost per policy objective or program outcome?
    a. The emphasis should be on the program outcome. Just providing training isn't enough, participants should show improvement (e.g., $100 for completing training and $150 to increase parenting skills by 50%).
13. Can you allow participants that you worked with last year to participate again this year?
    a. Yes, but you cannot bill for the same element of the program (e.g., you couldn't bill for identification and assessment in the second year, or for taking the same class – however, if they <u>finish</u> a class that they didn't complete the first year and you didn't bill for, or they're receiving a service that isn't a repeat from last year, you can bill for it).
14. If you are doing your proposal based on group participation, do you want your outcome based on individual performance or group performance?
    a. Outcomes must be individual. Group sessions are fine, but the facilitator must keep attendance and individual notes on participation and improvement. Evaluation tools will track individual progress. The program also regards one-on-one work with participants positively.
15. Is there funding for recruitment of instructors or mentors?
    a. You can put in a payment point for training of instructors, but not for recruitment.
16. How often do providers bill?
    a. Once a month – based on the outcomes you have achieved in that particular month. We are sensitive to small organizations' need for up-front funding for cash flow purposes and understand that payment points need to be broken up into meaningful units in up-front processes (like identification and assessment or training of facilitators).
17. Can organizations submit more than one proposal?
    a. Yes, but keep the competitive nature of the process in mind.
18. Is there a resource at the state level to find out if a participant is making child support payments?
    a. The clerk or prosecutor would be the best source; however, the State does have this payment information if local information is unavailable.
19. Are all primary goals considered of equal value and weight?
    a. Yes.
20. Does all the assessing have do be done at once and billed at once?
    a. No, it does not need to be done at once - just bill for what you have done that month.
21. If you have identified that you are working with the non-custodial parents and some of them are mothers can they be billed for?
    a. Fathers are the target population; however, you can work with mothers if you also engage the fathers.
22. For fathers that are underage, is the information required any different?
    a. No.
23. How long do we have to bill for services completed in June?
    a. 60 days after the end of the grant period.
24. Page 9, section 6, asks for resumes and skills of key personnel – if staff is not yet hired, what should we do?

    a. Must have an idea of whom the individual will be – identify someone within your organization that would do this or has similar skills and utilize their resume.

25. It is understood that the target area is the father; however, can the child or the mother be incorporated into you the program as well?
    a. Yes, but the target person must be the father. Organizations are encouraged to work with the rest of the family regarding issues of the father's involvement in the family.
26. Is it correct that services cannot be billed for items that are not directly related directly to the father?
    a. That is correct.
27. Can a for-profit agency apply for funds under this program?
    a. Yes.
28. Could you please clarify your policy regarding client confidentiality? Specifically, I'd like to know if we need to have clients sign a release to allow your staff to access client records? If so, do you anticipate checking client records, just doing a spot check using sample records, or looking at records without names? It would be very helpful if you could provide a sample of the kind of release that you need for your purposes.
    a. Most providers do not require a release to provide the basic identifying information to the State and allow access to one or two sample files, with identifying information in the file, during site visits. The other potential reviews of client files would be a check by auditors to ensure that the services billed for were provided. The State keeps any information reviewed confidential. Some agencies have confidentiality policies internally that require a release for these review and billing purposes and use that release for this program as well. We do not have a sample release.
29. Are some of the fathers being served part of the incarcerated or work release population?
    a. Yes.
30. Is there a county that is not being serviced where the need for services is anticipated?
    a. Indiana Fathers & Families is a statewide program and any county may be considered for services. A list of the programs and counties served this year is available on the web site and in the RFA. Proposals must identify the need of the population of the area served.